

## DEPARTMENT OF HEALTH SERVICES

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(916) 445-1797

April 9, 1986



TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY ADMINISTRATIVE OFFICERS

LETTER NO: 86-22

SUBJECT: TIMELY SUBMISSION OF REQUESTS FOR DISABILITY EVALUATION

The purpose of this letter is to remind counties of Medi-Cal requirements regarding the need for timely submission of requests for disability evaluation to the Disability Evaluation Division (DED). Recent litigation (Visser v. Kizer) has re-emphasized the importance of prompt submission of disability packets to enable both DED and the counties to complete the case and determine eligibility within the time frames required by regulation.

Current Medi-Cal regulations (Title 22, CAC, Section 50167) and Medi-Cal Eligibility Procedures Manual (MEPM) Section 4A, require the county to submit the disability packet to DED within ten days of the date the applicant signs the MC 210, Statement of Facts Regarding Medi-Cal. While we realize that this is not always possible for reasons which are beyond the county's control (such as failure of the applicant to return the packet in a timely manner), such exceptions should be documented in the case record clearly stating the reason for late submission of the packet as well as the date the applicant provided all necessary information. Clear documentation in the case record will help to identify potential problem areas as well as document county efforts in cases where unavoidable delays occur.


Information obtained from DED indicates that one cause of delay in disability packets is improper or incomplete preparation of the packet. In cases where the packet is not completed correctly DED must return the case to the county. Statistics on returned cases show that over 70% of these cases are rejected due to errors on the MC 220, Authorization for Release of Information. Instructions for proper completion of the MC 220 are, included in MEPM Section 4A. County eligibility workers should be reminded that improperly completed MC 220's are not acceptable to providers and will be rejected.

We appreciate your cooperation in this matter.

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ALL COUNTY ADMINISTRATIVE OFFICERS  
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If you have any questions, please contact Toni Bailey at (916)  
324-4953.

Sincerely,

A handwritten signature in cursive script that reads "Doris Z. Soderberg".

Doris Z. Soderberg, Chief  
Eligibility Branch

cc: Medi-Cal Liaisons  
Medi-Cal Program Consultants

Expiration Date: None